

## 2019 ARHA SHOW REPORTING PROCEDURES

Upon receipt of your show packet please verify that it includes:

_____ Show Summary Sheet	_____ Membership Applications	_____ Monies Earned Report
_____ Judge's Evaluation Sheet	_____ Registration Applications	_____ Show Roster Report
_____ Judge's Cards	_____ Ring Steward Eval/Report	_____ Complaint Forms
_____ Evaluation of Judge(min 1)	_____ Judges Score Sheets	_____ Affidavits for Duplicate Certificate
_____ Exhibitor Evaluation	_____ Transfer Report Form	

**\*\*\* YOU MUST USE 2019 FORMS- DO NOT USE OUT DATED FORMS \*\*\***

### **BEFORE YOU TAKE ANY ENTRIES:**

Please understand that exhibitors *come* to your show to enjoy their horses, but they *pay* to earn ARHA points on their horses. It is imperative that all forms be filled out accurately and returned in a timely fashion for the exhibitors of your show to earn what they have worked and paid entries for. ARHA will **NOT BE** responsible for loss of points due to incorrect information. **Please make certain that everyone in your show office who is taking entries understands the following:**

- A. **All recorded owners of ARHA exhibited horses and exhibitors at an ARHA approved show must be current year members of ARHA.** ALL OWNERS AND EXHIBITORS MUST PRESENT THEIR MEMBERSHIP CARDS, A PHOTO COPY, PHONE PHOTO or\* PROOF TO SHOW AT TIME OF ENTRY.
- B. Owners and/or exhibitors who are not members or cannot provide their cards at the time of entry must complete an ARHA RUSH membership application and pay applicable fees. (*Membership fees will be assessed to the charter that allows the showing of horses not owned by ARHA members*). SEE 2018-2019 RULE BOOK FOR RULES ON THIS! Exhibitors that need a\* Proof To Show may obtain them Monday- 2 pm on Wednesday. A \$5 fee will apply and they will be emailed to person and show secretary.
- C. **Any horse entered in an ARHA approved show must present proof of ARHA registration (Certificate of Eligibility) by:**
  - 1) Showing either original, photocopy, phone photo or \*Proof To Show of ARHA official Certificate of Eligibility or;
  - 2) Submit a registration application (Certificate of Eligibility) and pay applicable fees. *Grade horses cannot be registered at show.*
- D. When a stallion is gelded, his ORIGINAL ARHA registration certificate must be returned to ARHA along with a signed statement noting the date the horse was altered. ARHA will not be liable for point accuracy if no castration notification has been filed.
  - 1) Gelding Statement- Each set of registration papers must be inspected. If a stallion has been gelded and his original certificate has not been changed to gelding, the owner must fill out Gelding Statement and return the original certificate for correction. **Geldings still listed as stallions according to ARHA records when show results are processed will be a DQ from the conformation class but will count as an entry.**

### **ARHA SHOW FORMS & APPLICATIONS**

All necessary forms have been provided to each designated 2019 Show Secretary. USB sticks are also available for the cost of \$25 that includes all forms and applications. These forms are also made available on the ARHA Web Site under the FORMS PAGE. Please make copies of all forms as needed. If your charter needs for ARHA Office to resend additional hard copies, there will be a \$20.00 charge for this. Judges Score Sheets can be downloaded from the ARHA Website. It is important that all approved ARHA shows use the proper **updated** forms...USE THE CURRENT 2019 FORMS, **DO NOT USE PREVIOUS YEAR FORMS.**

#### **1) Show Summary Sheet:**

A completed Show Summary Sheet must be completed for each show. All membership, amateur/youth cards and registration applications must be itemized on the summary sheet that is provided. *Any registration and/or membership applications taken at a show will incur a \$10 rush fee. The Summary Sheet must be postmarked to ARHA the following Tuesday after the show. ARHA will issue a check to charter/show for \$5.00 per rush application only **after** receiving correct show results and applications by postmarked deadline. Rush Reimbursement checks will go out at the end of the year.* Please mail Show Summary Sheet, Rush applications, and proper fees to: ARHA Office, PO Box 186, Nancy, KY 42544. If you have any questions, please call the office at 606.271.2963.

#### **2) Show Pro Results**

Each class sheet must have the correct show bill class number, ARHA class code number which can be found in the back of your current Rule Book, accurately spelled horse, exhibitor, and owner's name. Be sure to record all entries that exhibited in each class, including disqualifications, (for any reason), and no-scores. Even when all entries are disqualified by a judge(s), the entries must be listed on the ARHA show roster and reported on the final show results. If a horse is disqualified, it is not to be placed, regardless of the number of horses in a class, but it counts as an entry in the class when determining the total number of entries. ARHA Show Results must be emailed in to office, and all other hard copies (Score Sheets, Judges Cards, Master Entry Forms, Show Evaluations, etc.) must be postmarked within 10 days after the show- (with the exception of any November and December Show results which must be received in 8 days) are required to be mailed to ARHA requiring signature confirmation (i.e.: Fed-Ex, UPS or USPS certified with signature confirmation). Show management will be held responsible for all lost forms/fees that are mailed without signature confirmation. Show management is required to retain a complete set of all show records for one year. It is vital that ARHA is supplied with accurate information, and spelling of horses, exhibitors, and owner's names by the show secretary to

ensure that all of our exhibitors receive the points they have paid for and earned! To submit ShowPro Results please go to Tools>Email>OrgPro Results at bottom check box> Recipient arhacontact@aol.com

3) **ARHA Show Roster- Printed from ShowPro**

Please include the printed show roster from Show Pro in your Results packet.

4) **Official Judges Cards/Scoresheets**

Show Secretaries are required to provide judges with necessary copies of ARHA score sheets, judges cards, and Evaluation Form, etc. The class name, show bill number, date of show, and # in class must be typed or written on each judge's card (These can be printed from ShowPro once your show is set up) The judge must sign and date all judge's cards to be official. Any corrections made on the card must be initialed by the judge. Classes are to be placed using exhibitor's back number up to 10 places including any disqualifications. Classes with no entries must have a "Ø" on the judge's card. It is mandatory that all judges are to use the official ARHA score sheets for the classes they are provided for. All original score sheets and judge's cards are to be turned into show secretary and must be submitted with the show results to the ARHA office. *All judge's cards must be in numerical order.* Remember to make copies for your records.

5) **Judge Evaluation Form**

At least one judge evaluation form per judge must be completed by an appointed show official and returned to the ARHA office. This evaluation form as well as Exhibitor Evaluation and Violation/Complaint forms should be made available to all exhibitors and spectators.

6) **Judge's Show Evaluations Form**

This is to be completed by each judge per show. The judge is also responsible for returning a copy of this form. Be sure to record all entries that exhibited in each class, including disqualifications, (for any reason), and no-scores. Even when all entries are disqualified by a judge(s), the entries must be listed on the roster and reported on the final show results. If a horse is disqualified, it is not to be placed, regardless of the number of horses in a class, but it counts as an entry in the class when determining the total number of entries. Judges are required to mail this to ARHA Office within 10 days of the conclusion of show or a \$25 fine will be assessed to the judge.

7) **Ring Steward Report/Incident Report**

Ring Stewards are required to submit a copy of the Ring Steward report at the conclusion of the show. Any issues at the show are to be reported by the Ring Stewart on the Incident Report Form. Show Secretary is to provide these forms to their Ring Steward.

8) **Results from the show** will be posted on the ARHA website including the show secretaries contact information in the event the exhibitor has a discrepancy. It will be the show secretary's responsibility to provide proof of correction and any fines to ARHA Office within five (5) days of the notification. All corrections need to be made within 30 days of the last day of the show.

9) **CORRECT & ACCURATE SHOW RESULTS AND FEES MUST BE MAILED WITHIN 10 DAYS AFTER THE COMPLETION OF ARHA APPROVED SHOW.** Results and fees, (including corrections), received after 11 days from the completion of the approved show will be fined \$50 per judge plus \$10 for each day per each day late. Results, (including corrections) and fees received later than 30 days will be placed on probationary approval. Once the error report has been received, the show secretary must return to the office within 5 business days or fines may incur.

## Show Result Fees

1) Show Results Fee to be included with hard copy records: \$7.00 per horse per judge.

Example: \$7.00 per horse X 10 horses at show X2 judges=\$140.00

2) Fines: **PLEASE NOTE THESE FINES ARE AVOIDABLE!**

- A. \$25.00 for each member or non-ARHA registered horse allowed to show at ARHA approved shows.
- B. Membership and registration fees will be assessed to charters that allow the showing of horses not currently owned by ARHA members or owners and/or exhibitors that cannot present proof of membership/registration.
- C. \$50.00/per judge plus \$10/a day for show results (including corrections), that are received 11 days after the completion of the ARHA approved show.
- D. Show Correction (ie: Incorrect name of horse/exhibitor; entered in wrong class/division) - \$10.00 per incident.

## Additional Fees to Be Paid by Member

- 1) ARHA Membership – Must be submitted in 2019 Rush Membership Application.
- 2) ARHA Amateur Card – required for any qualified adult that wishes to compete in the amateur division.
- 3) ARHA Amateur Novice Card- required for any qualified adult that wishes to compete in the amateur novice division.
- 4) ARHA Youth Card – Required for any qualified youth 18 & under that wishes to compete in the youth division.
- 5) ARHA Novice Youth Card – Required for any youth 18 & Under that wishes to compete in the youth novice division.
- 6) ARHA Registration – Must use the 2019 Registration Application. Exhibitor MUST include a copy of the horses breed association papers at time of registration). Grade horses may not be registered at show. Pending horses from prior year(s) that did not send in requested information needed to complete their applications will need to resubmit all paper work and fees to be eligible to show.
- 7) ARHA Transfer (must submit the original ARHA registration certificate, **completed** ARHA transfer form, fees, and membership
- 8) Lost papers will require owner to complete an Affidavit for Duplicate Certificate & fees as per the instructions on the form.

**SHOW MANAGEMENT IS REQUIRED TO KEEP A COPY OF THE SHOW RESULTS FOR ONE YEAR FROM THE DATE OF THE SHOW**